



National Aeronautics and Space
Administration
Goddard Space Flight Center

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ANNOUNCEMENT

**SUBJECT: MANDATORY USE OF EMPLOYEE EXPRESS (EE) SYSTEM –
BEGINNING AUGUST 8, 2004**

As part of the e-Payroll initiative to improve internal personnel and payroll processes, Employee Express (EE) will be **mandatory** for NASA Federal employees, beginning August 8, 2004. Since EE is available 24 hours, 7 days a week, this actually places more control in the hands of the employee to make changes when it's most convenient.

Why use EE?

- Saves time: EE eliminates the need for completing and submitting forms by replacing them with user-friendly technology.
- Convenience: Employees can access EE anytime, 24 hours a day, 7 days a week, to process changes or to review current information.
- Reliable: EE has enhanced procedural checks for accuracy, which are not available when using paper forms. The best feature is that you can receive an e-mail confirmation that your transaction was successfully completed.

Through EE, employees can view or make changes to:

- Direct Deposit
- Federal Employees Health Benefits (FEHB) plan changes (open season only)
- FEHB Premium Conversion (open season only)
- Federal/State Tax Withholdings
- Financial Allotments
- Home Address (which updates all personnel payroll & TSP records)
- Savings Bonds
- Thrift Savings Plan
- Leave and Earnings Statement

To log into EE, all you need is your Social Security Number and EE PIN. If you cannot locate your EE PIN, you may request to receive a replacement via e-mail within 1 business day through EE's website (www.employeeexpress.gov), or by phone (478-757-3030). Once you receive your PIN, you can customize it to your needs and this can be used to make benefit changes at any time. Since you cannot always anticipate the need to make changes, don't wait to request a PIN.

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Need additional information?

The e-Payroll Project team is planning a series of "employee briefings" to announce this very important change and other employee-related changes that will take place under the e-Payroll rollout. Stay tuned for further details about upcoming briefings being planned for your Directorate. Throughout the e-Payroll rollout process, employees will receive brochures, and have the opportunity to participate in various demos, tutorials, building visits and brown-bag sessions.

Questions concerning the e-payroll initiative may be directed to Felicia M. White at 301-614-6964, fwhite@pop100.gsfc.nasa.gov. If you have questions or would like a hands-on demonstration of how EE works, please contact the Office of Human Resources' Employee Services Center at 301-286-7918.



Arletta R. Love, Chief
Career Development and Employee Worklife Office